



The ABC's of CIS

Don't forget to use the *whole* system, from A to Z!

A **Activities** - a topic in the "Occupations" descriptions: activities common among occupations AND specific to the particular occupation.

B **Bookkeeping and Accounting Clerks** earn about \$11.26 an hour, while Accountants and Auditors earn about \$20.50 an hour. Why the difference? Check out the occupational descriptions!

C **Compare** schools' information side-by-side on one screen. (In eCIS, you can compare two occupations' information side-by-side too!)

D **Deadlines** - sort scholarships by deadline; find colleges' admission and financial aid application deadlines.

E **eCIS** - CIS on the Internet. Go to www.idahocis.org and log in (get your password from your teacher or counselor). You can use eCIS at home, at the coffee shop—anywhere you have access to the Internet.

F **Financial Aid** - find scholarships, grants, and loans that meet your criteria; understand the language, timelines, and processes of financial aid.

G **Getting a job** - use CIS's Job Search file to help decide on an occupation, locate job leads, write a resume, and interview well.

H **Help!** Are you lost in a sea of too much disconnected information? Start by sorting occupations based on your interests and characteristics, and begin exploring from that list.

I **Idaho information** - data gathered right here about Idaho work and schooling options.

J **Journeyworker** - what does it take to become one in Idaho? The answer is in the "Apprenticeship" file of your choice. All Idaho apprenticeship programs, from Acoustical carpenter to Welder, are described.

K **"Key Grip"** - what kind of a job IS that, anyway?! Find out from the CIS occupation description!

L **Laws** concerning harassment and discrimination in the workplace—learn where to go for help from the Keeping Your Job information.


M **Money** - what is your chosen occupation's typical beginning wage? How much for experienced workers? How much does on-campus housing cost? Where can you find money to fund your college education? Look in Occupations, Idaho and National Schools, and Financial Aid.

N **National information** - what Idaho students really need to know about the world outside our state: national wages, all 2- and 4-year U.S. colleges and universities, and financial aid offerings from around the country.

O **Online** assessment instruments: eCIS includes online SKILLS, O*Net Interest Profiler, and (for an additional yearly fee) online IDEAS. Save paper, pencils, and time—take the assessment online and get results right away!

P **Postsecondary** education choices—see if college, trade or technical school, the military, or apprenticeship is the right choice for you. The information to help you choose is in CIS.


Q **Quality** career information is accurate, current, relevant, specific, understandable, comprehensive, unbiased, and comparable—find out more about good information on the CIS organization's web site at cis.idaho.gov/good_info.htm.

R **Real-world interviews** are real peoples' career stories—what they thought they'd be doing back in high school, what they ended up doing, and where they are headed. Look for Real World Interviews in any occupation with this symbol  next to its title in the Occupations index.

S **Skills** of all kinds are listed in the SKILLS assessment. Take the assessment online and find out how the skills you find most satisfying fit into different occupations. And, find out what skills are valued most in the occupations *you're* interested in.

T **Topics** covered in Idaho and national school descriptions in CIS include student housing room and meal plan options, numbers of students attending from out-of-state and out-of-the-U.S., and which sports programs offer scholarships to athletes. Where else can you find all of this information in one place?!?

U **Understanding** your own strengths, preferences, characteristics, and talents is an important step in making career decisions. CIS exploration tools sort occupations, schools, and scholarships to help you define yourself and connect you to the world of work.

V **Videos** give you another look at real people doing their jobs, with lots of inside information about different work settings and working conditions. Take a look at the video for any occupations with this  symbol next to its title in the *Occupations* index.

W **Working** for yourself: What are the essential qualities for a successful entrepreneur? What kinds of help are available to people starting a business? Find out what it takes to be a successful business owner in the *Self-Employment* information.

X **Xanadu** - a place where no one has to work for a living. Unless you live there, you need CIS's information about work and schooling in the *real* world!

Y **"Yes"** - after you use CIS, this is what you'll be able to tell your friends and relatives when they ask if you know what your career plans are!

Z **Zoologists** often work alone, must be exact in their work, sometimes travel and work overtime when visiting animal habitat sites. Want to know more? Look in the CIS *Zoologists* description under "Working Conditions".